



CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE



12 March 1981

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[Redacted]
IA 53
Headquarters

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Dear [Redacted]

Thank you for your proposal concerning breakfast operating hours of the General Services Inc. cafeteria located in the Headquarters building, (copy attached).

The subject of your suggestion coincides with those not precessed through the Suggestion System. Please note para (a) on the reverse side of the attached Suggestion Form which mentions "Services and benefits to employees... cafeteria services".

Suggestions regarding the cafeteria should be sent to the GSI Manager of the Headquarters Cafeteria.

Since creative ideas are vital to organizational effectiveness, we look forward to receiving other constructive improvement proposals from you. Enclosed is a blank Suggestion Form to expedite submission of your next proposal. Thank you for your participation in the Suggestion Program.

Sincerely,

[Redacted Signature]

Executive Secretary

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